

Public Safety Branch  
Police Group  
Commissioned Officer Series

POLICE DETECTIVE

06/04 (JAS)

**General Purpose**

Under general supervision, perform technical police services such as investigator, first level identification officer or community relations officer as required.

**Typical Duties:**

As a skilled investigator, conduct investigations in conformance with Federal, State, County and City laws and ordinances to prevent crimes against persons or property or solve alleged criminal cases in the office or the field, some of which may be carried out in a non-uniformed or undercover mode, on own initiative or as assigned. Involves: Examine crime scenes such as homicides, thefts, forgery, fraud, white collar offenses, narcotic violations, or special inquiry court cases to obtain clues and gather evidence to be reported for classification. Seek missing persons. Engage in specialized vice probes and raids. Conduct sensitive inquiries of accusations of official misconduct or law violations by public officials, or criminal or administrative internal affairs investigations of police officers as required. Perform detailed background checks of prospective department employees. Obtain confidential information by questioning or interrogating and taking written, or audio or video recorded statements, depositions, or admissions of suspects, prisoners, complainants and witnesses. Contact other agencies and law enforcement jurisdictions to exchange information, including but not limited to military, National Crime Information Center (NCIC), Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Alcohol, Tobacco and Firearms (ATF), and other criminal history or intelligence resources. Maintain surveillance of suspected criminals or frequent known Locations of criminals and become familiar with subjects' habits, associates, characteristics, aliases and other personal facts. Analyze facts of particular cases to detect planned criminal activity or clues. Arrest or assist in arrest of suspects or violators. Return fugitives from outside the City or State. Check pawnshops, second-hand stores and junk shops for stolen property. Receive and document civil complaints. Prepare and serve search warrants. Prepare, submit and follow-up on crime laboratory requests. Confer with Medical Examiner assigned to handle officer involved death investigations and attend autopsies as required. Conduct detailed analyses of criminal cases following arrest and charging of suspects that focus counteracting specific legal defenses and assist in case reviews or plea bargaining negotiations with defense counsel as requested by prosecuting attorney which includes locating and interviewing those listed on defense witness lists. Analyze and prepare cases for trial in consultation with prosecutors by detailing activities and investigations made to emphasize evidentiary and legal issues crucial to successful prosecution, and by assisting in obtaining, enhancing, creating or presenting exhibits or other evidence in court as required. Provide for witness or victim preparation and management, including transportation as necessary. Advise commanding officer of progress of investigations.

As an identification officer, collect evidence, take photographs, process fingerprints and check docket of prisoners with a printable charge against docket file to ascertain if subject is wanted by a law enforcement agency. Involves: Receive and keep records of narcotics and narcotic paraphernalia. Check latent fingerprints for legibility and characteristics, discarding those that are unreadable or lack sufficient characteristics for positive identification. Classify legible latent fingerprints in accordance with currently accepted methods.

As a community relations officer, engage in crime prevention and related activities. Involves: Arrange programs, lectures, group meetings and contacts with individual citizens, local agencies, schools, and police department representatives, and check on related follow-up by others. Refer citizens to appropriate agencies.

As a backup uniformed Police Officer, perform assigned municipal law and ordinance enforcement and crime prevention duties as qualified which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Involves: Patrol streets, parks, commercial and residential areas on an assigned beat by foot, motorcycle or car to prevent or detect and investigate felony or misdemeanor law violations and other misconduct, regulate traffic and respond to calls for police assistance. Thoroughly document and prepare felony and misdemeanor cases for filing of charges, giving testimony in court proceedings or other proper law enforcement action.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own

professional development. Explain and demonstrate criminal investigation techniques to less knowledgeable employees as requested. Serve on designated ad hoc committees.

**Knowledge, Abilities and Skills**

- Considerable knowledge of Police Department policies, rules and regulations.
- Considerable knowledge of modern criminal investigation, identification and fingerprint classification principles, methods and equipment, and rules for securing, handling, and preserving legally accepted evidence.
- Good knowledge of law enforcement, court, state and federal and other criminal history resources and related security clearance access procedures.
- Good knowledge of City geography.
- Good knowledge of radio procedures and operation.
- Good knowledge and awareness of cultural differences.
- Ability to follow oral and written instructions.
- Ability to obtain and remember information, including names, faces and details of incidents, through investigation, interviews, interrogations and observations.
- Ability to comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
- Ability to communicate effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, and to testify in court in an objective and professional manner.
- Ability to produce or obtain exhibits such as graphs, charts, photographs or other evidence.
- Ability to establish rapport and maintain effective working relationships with coworkers, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices and other City property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

**Minimum Qualifications**

Education and Experience: Two (2) years of experience as a commissioned police officer with the El Paso Police Department.

Licenses and Certificates:

- Basic Peace Officer license issued by Texas Commission on Law Enforcement Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.